



# *Manager's Report*

*for Council Meeting of May 23, 2006*

## **BUSINESS LICENSES**

Anitas New Mexico Style Mexican Food, Inc.  
Arce Powerwash  
Dynamic Construction Services  
Golds Gym - Leesburg  
Hair It Is  
I Do  
Joseph & Mische, PC  
One Step Learning Store  
Pamela C. Reed  
Re-Upholstery  
RM Photography  
Sarahndipity  
Signal Perfection LTD  
Todo Floors  
Trace and Carlos Hair Studio  
Useful Studios

## **HUMAN RESOURCES**

New hires and terminations for the period of May 2 to May 15, 2006

### **New Hires**

Scott Parker

### **Position**

Planner

### **Department**

Planning & Zoning

### **Promotions**

Hank Woodward

Maintenance Supervisor

Utility Lines

### **Transfers**

None

### **Separations**

Graham Copp

Outdoor Facilities Supervisor

Parks & Rec

**PLANNING, ZONING & DEVELOPMENT****CURRENT PLANNING DIVISION**

<b>PLAN REVIEW ACTIVITY</b>			
<b>PLANS REVIEWED DURING THE PERIOD OF: MAY 2, 2006 – MAY 15, 2006</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	2 <sup>nd</sup>	Proposal to create a subdivision for the construction of 100 townhouses and related infrastructure.
Town of Leesburg Executive Airport Perimeter Fence, Phase 1 Capital Improvement Plan TLCI-2006-0001	Capital Improvement Plan	1 <sup>st</sup>	Proposal to install a perimeter fence in conjunction with airport security.
Oaklawn, LLC, Lot 5A and Toll Road Investors Partnership II, LP Property TLBA-2005-0003	Boundary Line Adjustment Plat	2 <sup>nd</sup>	Proposal to adjust a boundary line in relation to the creation of the Toll Road/Battlefield Parkway interchange.
Oaklawn at Stratford, MUC 5	Request for Preliminary/Final Development Plan Authorization	2 <sup>nd</sup>	
Villages at Leesburg/ Wegmans Food Market	Request for Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	
Catoctin Circle Center, Phase II (0-100 block of Catoctin Circle)	Request for Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Proposal to construct a multilevel parking garage and an office/retail building in conjunction with an approved plan consisting of 99,200 square feet of office and retail including a restaurant.
Oaklawn Townhouses, Section 1 TLCD-2005-0001	Construction Drawings	3 <sup>rd</sup>	Proposal to create a subdivision for the construction of 100 townhouses and related infrastructure.
Dulles Greenway/Battlefield Parkway Interchange TLPF-2006-0003	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct the public/private roadway infrastructure for an interchange at Battlefield Parkway and Dulles Greenway.

<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MAY 2, 2006 – MAY 15, 2006</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat	2 <sup>nd</sup>	Proposal to create a subdivision for the construction of 100 townhouses and related infrastructure.
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 <sup>st</sup>	Proposal to construct a single family residential dwelling and related infrastructure on an existing lot of record.
Loudoun National Bank TLPF-2006-0005	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a bank at the intersection of Catoctin Circle and South Street.
Fort Evans Plaza II (400-500 block of Fort Evans Road) TLPF-2005-0017	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct 298,441 square feet of retail/office uses on 35 acres.
Oaklawn at Stratford, MUC 5	Request for Preliminary/Final Development Plan Authorization	2 <sup>nd</sup>	
Exeter Neighborhood Center (northwest corner of the intersection of Battlefield Parkway and the Leesburg Bypass) (DP-89-02) TLPF-2004-0014	Preliminary/Final Development Plan	8 <sup>th</sup>	Proposal to construct a 40,000 square foot retail center and related infrastructure.

Villages at Leesburg/ Wegmans Food Market	Request for P/F Development Plan Authorization	1 <sup>st</sup>	Proposal to construct a Wegmans Food Market in conjunction with Villages at Leesburg.
Villages at Leesburg/ Russell Branch Parkway East TLPF-2006-0006	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a portion of Russell Branch Parkway related to the Villages at Leesburg.
Villages at Leesburg/ Russell Branch Parkway West TLPF-2006-0007	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a portion of Russell Branch Parkway related to the Villages at Leesburg.

**ZONING DIVISION****Zoning Permits Issued Residential**

None

**Zoning Permits Issued Commercial**

None

**Occupancy Permits Issued Residential**

1 SFA – Farview

1 SFD – Turner Wilson

19 Multi Family – Tavistock Farms

2 SFA – Potomac Station

**Occupancy Permits Issued Commercial**

15 North King Street – Office – AH &amp; T

522 East Market Street - Leavitt

**WATER & SEWER ADMINISTRATION****During this time frame there were:**

- 1 Public Facility Permit was issued totaling \$12,585.
- 15 work orders issued for meter sets.
- 15 requests for occupancy inspection were issued.

**Capital Projects Update**

- Six plans, five right-of-way permits and one request for water and sewer system computer modeling was received and processed.
- The miscellaneous water system improvements project continues with contractor continuing work Caranby Square subdivision.
- The Kenneth B. Rollins Water Filtration Plant has been awarded the 2005 Bronze Excellence Award in water works performance for achieving Virginia's Optimization Program Goal for Filtration.
- A pre-design meeting was held with staff and the engineer for design work on Carr Tank No. 2 and the Sycolin Road Tank. The geotechnical report is in the first phase of work and will be underway soon.
- A contract negotiation meeting for the design of the Lower Sycolin Sewer System was held with staff and the engineer.
- A pre-construction meeting was held at the Water Filtration Plant with County staff and the E&S Group.
- Construction activities are underway for the Utility Lines Maintenance Building.

**UTILITY LINES DIVISION**

**Routine Items Include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- water main flushing in the western zone
- assisting the water Pollution Control Facility in cleaning the pump stations at the Airport, Potomac Station, Goose Creek, Big Springs and Old Waterford Road
- staff performed water main flushing in the main zone

**Summary Programs:**

- 16 new connections were made to the Town's utility system.
- Staff responded to 687 Miss Utility requests to locate utility lines.

## TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of May 12, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Balch Library</b>	1	Library Reference Specialist	1/26/06	√	√				
<b>Eng &amp; PW</b>	1	Senior Engineer (Plan Review)	7/14/05	√	√	√			
	1	Maintenance Worker I (Streets Div)	4/31/06	√	√	√	√	√	√
<b>Finance</b>	1	Parking Enforcement Officer (PT)	12/06/05	√	√	√	√	√	√
<b>Human Resources</b>	1	HR Director	6/30/05	√	√	√			
<b>Parks &amp; Recreation</b>	1	Building Supervisor (PT)	3/6/06	√	√	√	√	√	√
	1	Sports and Fitness Rec. Program Super.	3/24/06	√	√	√			
	1	Custodian	4/21/06	√					
	1	Outdoor Facilities Supervisor	5/4/06	Internal Recruitment					
	1	Asst. Recreation Program Supervisor/Community Outreach	5/5/06	√					
<b>Planning &amp; Zoning</b>	1	Sr. Planner	3/28/06	√					
	1	Urban Forester	3/14/06	√	√				
	1	Admin. Assoc. I	5/1/06	√					
<b>Police</b>	4	Police Officer I	4/7/05	√	√	√		*1 hire made	
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√	
	1	Communications Tech	1/27/06	√	√	√	√	√	√
<b>Utilities</b>	2	Sr. Utility Plant Operator OR Utility Plant Operator OR Utility Plant Operator Trainee	5/1/06	√					
<b>Total</b>	21								

John Wells  
Town Manager